



2000 Forest Ridge Drive, Bedford Texas 76021  
[www.bedfordtx.gov](http://www.bedfordtx.gov) (817) 952-2179

Open: July 15, 2015  
Close: Until Filled

**JOB POSTING**  
**Security Attendant/Receptionist**  
**Monthly Salary: \$2,201**

**JOB SUMMARY:**

Monitors City Hall facilities and activities in accordance with municipal rules and procedures. Answers phone call for all departments of the City, routes incoming calls to the appropriate department, greets and directs visitors and customers to appropriate offices and provides general information to the public.

**MINIMUM QUALIFICATIONS:**

- High school education.
- Notary public or capability of becoming a Notary.
- Keyboarding speed minimum of 40 wpm.
- Must have pleasant, distinct telephone voice and good verbal and grammatical skills and ability to speak effectively before groups of customers or employees of organization.

**SKILLS AND EXPERIENCE:**

- Ability to write routine reports and correspondence and maintain confidentiality.
- Receives, sorts and distributes mail, records data such as property damage, unusual occurrences, and malfunctioning of machinery or equipment for use of supervisory staff.
- Monitors and maintains appearance of lobby areas, Council Chamber and conference room, reports damages and secures the facility.
- Maintains required records and logs of visitor passes issued to non-employees.

**TO APPLY:**

Applications are available at City Hall, 2000 Forest Ridge Building B, Bedford, TX or on our web site [www.bedfordtx.gov](http://www.bedfordtx.gov).

*The City of Bedford is an Equal Opportunity/ Affirmative Action Employer*